



FIRE DEPARTMENT

City of REDLANDS

Incorporated 1888
City of Redlands
35 Cajon Street, Suite 12, Redlands, CA 92373
909-798-7601
fireprevention@cityofredlands.org



COMMUNITY RISK
REDUCTION DIVISION

Fire Flow Testing Information Packet

Overview below for Encroachment Permit process for having a vendor conduct the fire flow test with City of Redlands Water Division representatives scheduled to witness the test.

Below is the basic encroachment permit application packet.

For Fire Flow

1. Application (Attached)
2. Closure permit
3. Site map (google maps aerial view is fine)
4. Certificate Of Liability Insurance (COI) showing \$2,000,000 coverage for General and \$1,000,000 for Worker's Comp. Under Certificate Holder, needs to read, City of Redlands, P.O. Box 3005, CA 92373. Also, in the Description of Operations box above Certificate Holder, it needs to list City of Redlands, or the certificate holder as additionally insured.
5. City of Redlands Business license (applying by phone has the quickest turn around)

Please submit everything together to redlandsonestop@cityofredlands.org



Redlands Fire Department
Phone 909.798.7601
Email fireprevention@cityofredlands.org
35 Cajon St, Ste. 12 Redlands, CA 92373

Application for Road / Encroachment Permit
City of Redlands - Municipal Utilities & Engineering Department

PERMIT NO. _____

Name: _____ Phone: _____
Address: _____ City: _____ Zip: _____
Contractor: _____ USA ID No.: _____
Contractor License No.: _____ Type: _____ Cal OSHA No.: _____

I hereby request permission to construct/install improvements/facilities within the City of Redlands road right-of-way at the following location:

Construction Start Date: _____ Anticipated Completion Date: _____

Development No.: _____ Plan No.: _____

Street Name: _____

Cross Streets: _____

Address: _____

For the purpose of performing the following work:

Applicant/Agent Signature: _____ Date: _____

In accordance with Plans approved by the Municipal Utilities & Engineering Director and/or the Standard Specifications and Detail Drawings of the City of Redlands for the **quantity and type** of improvements listed below:

				SHADED AREA FOR OFFICIAL USE ONLY			
				BASE	EACH		
EA	Driveway Aprr, Res/Comm.....	\$ 62.00	\$	31.00	EA =\$	Truck Route Permit Required: ☐ YES ☐ NO	
SF	Sidewalk.....	\$ 62.00	\$	.31	SF =\$		
SF	Cross Gutter/Spandrel.....	\$ 62.00	\$	.31	SF =\$		
LF	Curb & Gutter.....	\$ 62.00	\$	.31	LF =\$	Closure Permit With Traffic Plan Required: ☐ YES ☐ NO	
LF	Curb/Berm.....	\$ 62.00	\$	.31	LF =\$		
SF	Asphalt Pavement.....	\$ 27.00	\$	.16	SF =\$		
SF	Crushed Aggregate Base.....	\$ 62.00	\$	.16	SF =\$	Water Shutdown Required: ☐ YES ☐ NO	
EA	Street Light.....	\$ 62.00	\$	31.00	EA =\$		
EA	Traffic Signal - New.....	\$ 62.00	\$	31.00	EA =\$		
EA	Traffic Signal - Modification.....	\$ 31.00	\$	21.00	EA =\$	Bond Required: ☐ YES ☐ NO	
CY	Reinforced Concrete.....	\$ 62.00	\$	31	CY =\$		
LF	Storm Drain Pipe.....	\$ 62.00	\$	0.62	LF =\$		
EA	Curb Inlet/Outlet Structures.....	\$ 62.00	\$	31.00	EA =\$	Conduit Material:	
EA	Storm Drain Manhole/Junction Box.....	\$ 62.00	\$	31.00	EA =\$		
EA	Curb Core.....	\$ 62.00	\$	31.00	EA =\$		
LF	Sewer Main.....	\$ 62.00	\$	0.62	LF =\$	Conduit Size:	
EA	Sewer Manhole.....	\$ 62.00	\$	31.00	EA =\$		
EA	Sewer Cleanout.....	\$ 62.00	\$	31.00	EA =\$		
EA	Sewer Lateral.....	\$ 105.00	\$	53.00	EA =\$		
LF	Water Main - Potable.....	\$ 62.00	\$	0.62	LF =\$		
LF	Water Main - Non-Potable.....	\$ 62.00	\$	0.62	LF =\$		
EA	Fire Hydrant Assembly.....	\$ 62.00	\$	31.00	EA =\$		
EA	Water Service Lateral.....	\$ 105.00	\$	53.00	EA =\$		
EA	Water Shutdown.....	\$ 137.00	\$	84.00	EA =\$		
EA	Fire Service.....	\$ 105.00	\$	53.00	EA =\$		
LF	Excavation/Utility Trench.....	\$ 62.00	\$	0.62	LF =\$		
SF	Street Patch.....	\$ 62.00	\$	.25	SF =\$		
EA	Fire Flow Test.....	\$ 85.00			EA =\$		
SF	Warranty Fee (Street Cut).....	\$			SF =\$		
EA	Traffic Safety Setup.....	\$ 0.00	\$	60.00	EA =\$		
HR	OT/Off Hrs Inspection (2 HR Min)		\$	135.00			
		\$			=\$		
		\$					
SUBTOTAL PERMIT FEE		\$				Calculated By	

PERMIT FEE

work complete within specified date from issuance =

\$ 392.00 fee.

\$392.00

PENALTY FEE 25% of total permit fee if issued after commencement of work

\$

(Effective 2/5/2024)

TOTAL ENCROACHMENT PERMIT FEE \$

Municipal Utilities & Engineering

**CITY OF REDLANDS
MUNICIPAL UTILITIES AND ENGINEERING DEPARTMENT
CLOSURE PERMIT**

This Closure Permit provides notification to Police, Fire and other City services of approved street and lane closures within the City of Redlands. The applicant shall provide dates and times of the actual requested closures and not include weekends, holidays and other dates and times when work is not planned or scheduled to take place.

TYPE OF CLOSURE: ☐ STREET ☐ LANE(S) ☐ PARKING LANE ☐ OTHER _____

PERMISSION IS HEREBY GRANTED TO: _____

PRINT APPLICANTS NAME: _____

ADDRESS: _____ PHONE: _____

CITY: _____ FAX: _____

E-MAIL: _____ CELL: _____

PROJECT LOCATION / ADDRESS: _____

DEVELOPMENT #: _____ ENCROACHMENT PERMIT #: _____

STREET NAME: _____ DIRECTION OF CLOSURE: _____

FROM CROSS STREET: _____ TO CROSS STREET: _____

REASON FOR CLOSURE: _____

DETOUR ROUTE: _____

BEGINNING DATE: _____ ENDING DATE: _____ FROM: _____ TO: _____

BEGINNING DATE: _____ ENDING DATE: _____ FROM: _____ TO: _____

BEGINNING DATE: _____ ENDING DATE: _____ FROM: _____ TO: _____

BEGINNING DATE: _____ ENDING DATE: _____ FROM: _____ TO: _____

Detour Plan Required: Yes ☐ No ☐ Date Submitted: _____

GENERAL CONDITIONS: Permittee shall comply with Caltrans Standards for barricades and signage.

SPECIAL CONDITIONS: _____

This closure permit may be revoked or suspended at any time by authorized Municipal Utilities & Engineering Department officials or City safety personnel for any reason. This closure permit shall be obtained two (2) working days prior to closure and shall be kept at the closure site at all times.

Applicant
Date _____

Approved: Municipal Utilities & Engineering
Date: _____

FOR OFFICIAL USE

xc: ☐ RPD ☐ RFD ☐ SW ☐ Insp. ☐ Parks ☐ Streets ☐ QOL ☐ Applicant ☐ Other _____



**MANAGEMENT SERVICES
DEPARTMENT**
Human Resources/Risk Management
Division

City of REDLANDS

Incorporated 1888
35 Cajon Street, Suite 10
P.O. Box 3005, Redlands, CA 92373
909-798-7514

JANICE MCCONNELL
Assistant City Manager

TAMMIE NG, PHR
Assistant Director, HR/Risk Management

INSURANCE REQUIREMENTS

The City of Redlands is looking forward to doing business with your company. In order for the City to patronize your enterprise, you will need to provide certificates of insurance, proof of a City business license, and possibly the completion of a W-9. Once the City has confirmation that these have been submitted, a Purchase Order (PO) number can be issued. If you continue to conduct business with the City at such time that your insurance expires/renews, a valid "renewal" certificate must be provided to the City by your agent/broker. Failure to do so can result in the cancellation of your PO, and payment of invoices cannot be made without a PO number.

As a vendor providing a service to the City the following insurance criteria has been established. The vendor shall secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City. Instruct your insurance agent/broker to furnish properly executed **certificates of insurance** to the City either via email to insurance@cityofredlands.org, or U.S. Mail to:

**City of Redlands
Risk Management Division
P.O. Box 3005
Redlands, CA 92373**

Workers' Compensation and Employer's Liability

Workers' Compensation and Employer's Liability insurance in the amount that meets the statutory requirement shall be in force with an insurance carrier acceptable to the City.

- If the vendor is the sole proprietor of the business or a partner, and stipulates that he/she has no employees, then the requirement to evidence this coverage is negated.

Comprehensive Commercial General Liability

Comprehensive Commercial General Liability insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate shall be in force with an insurance carrier acceptable to the City and **naming the City as Additional Insured** (Higher limits may be outlined in a contract due to greater exposure). **If the certificate holder is an ADDITIONAL INSURED the policy must be endorsed. Attached to each certificate of insurance shall be a copy of the additional insured endorsement that is part of the vendor/supplier's CGL.**

Professional Liability

Professional Liability insurance, when applicable, in the amount of one million dollars (\$1,000,000) per claims made and two million dollars (\$2,000,000) aggregate shall be in force with an insurance carrier acceptable to the City.

Commercial Automobile Liability

Commercial Automobile Liability insurance with minimum limits of one million dollars (\$1,000,000) combined single limit for bodily injury liability and property damage liability shall be in force and **naming the City as Additional Insured.** This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles.

- If all work is done at the Vendor's establishment, there is no travel to the City or Other sites, and the vendor acknowledges this criteria to be true, then the requirement to evidence this coverage is negated

Pollution Liability

Pollution Liability insurance, if the project requires demolition or excavation in the amount of one million dollars (\$1,000,000) per claims made and two million dollars (\$2,000,000) aggregate. The City of Redlands must be **named as Additional Insured.**

Any questions pertaining to insurance should be directed to (909) 798-7514. A City of Redlands business license must be secured prior to conducting business in the City. The business license must be obtained by calling our Business Support Center at (909) 479-2111 or by applying online at <https://Redlands.Hd1Gov.com>.



THE CITY OF REDLANDS

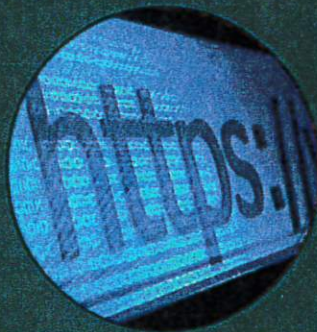
Business License Division

HOW TO APPLY FOR A CITY OF REDLANDS BUSINESS LICENSE



Telephone

- For immediate assistance please call the City of Redlands Business Support Center at (909) 479-2111.
- A Tax Specialist will help you with the application process and answer all of your licensing questions.



Online

- The City of Redlands is now accepting business license applications online.
- You can now apply for a business license from the comfort of your home or office at a time that is most convenient for you.

To apply online please visit:

<https://redlands.hdlgov.com>



By Mail

- Please contact a customer service representative at (909) 479-2111 to request an application be sent by mail.

- You can also download an application at:

<https://redlands.hdlgov.com>

- Mail your completed forms to:

The City Of Redlands
Business Support Center
8839 N. Cedar Ave #212
Fresno, CA 93720-1832

NOTE: No payment will be required until your application has been reviewed and accepted. You will receive an email or telephone call verifying the receipt of application. After the business taxes are paid a business license account number will be issued. A certificate will be mailed or e-mailed to you once the process is completed. Upon receipt of your license certificate, the City Of Redlands Municipal Code requires it be posted in a conspicuous place at your place of business.